



## **MEMORANDUM**

TO: Mayor & Town Council

FROM: India Adams-Jacobs, MPA, ICMA-CM

COPY: Mark Inboden, IES CEO; Jamie Silveus, IES Operator; Shawn Fortune, DPW

DATE: February 5, 2026

**RE: RFP 2025-001- Pump and Haul Services Award- Drainfield Solutions LLC**

### **BACKGROUND**

The Town solicited a Request for Proposals on December 1 for sealed bids from qualified contractors to provide pump-and-haul services for its wastewater treatment facility and conveyance system. The facility is operated under contract by Inboden Environmental Services (IES).

The Scope of Work includes:

- Pump and haul sludge from the Town's wastewater treatment facility and its conveyance system as required.
- Provide services at any time, Monday through Friday, during normal business hours, with work scheduled as requested by the Town or its contract operator.
- Respond to service requests within four (4) hours of notification.
- Provide emergency, on-call services as required by the Town.
- Furnish all tools, equipment, vehicles, personnel, and expertise necessary to perform the
- work without reliance on support, labor, or resources from the Town of Bowling Green or its contractors.

A Pre-Bid Conference was held on December 18, and all competitive bids were opened on January 16.

Two bids were received, and a notice of intent to award was given to Drainfield Solutions LLC, which submitted the lowest responsible bid of \$257,920.

After the bid opening, the 10-day protest period passed without any inquiries from vendors or interested parties.

### **DRAFT MOTION**

I move to authorize the Town Manager and Town Attorney to execute a contract with Drainfield Solutions LLC in the amount of \$257,920 and coordinate with the vendor all necessary details regarding the delivery of this service.